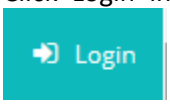
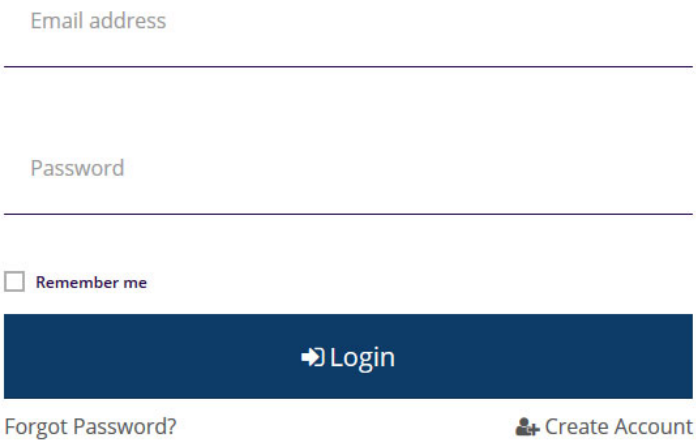
How to Create an Event with Online Registration (STRIPE Required)

1. Go to www.papdregistry.org.

2. Click 'Login' in the top right corner.

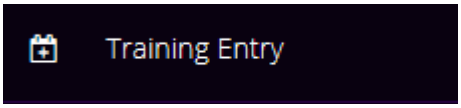


3. Enter your email address and password, then click 'Login'.

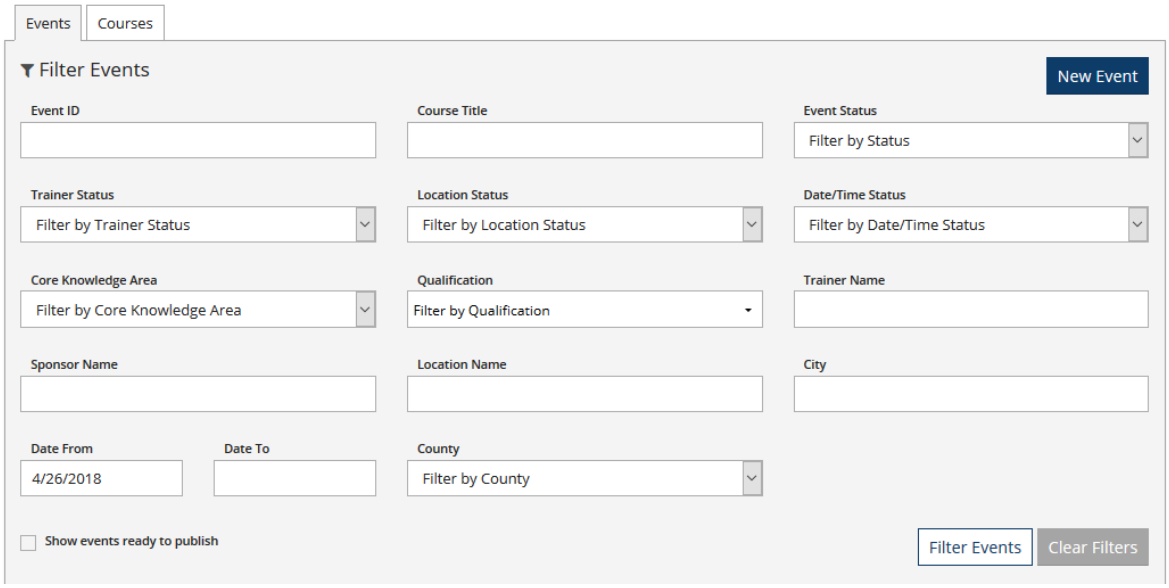


4. If you are creating an event for your organization, ensure you select your organization from the drop down in the upper right hand by your name.

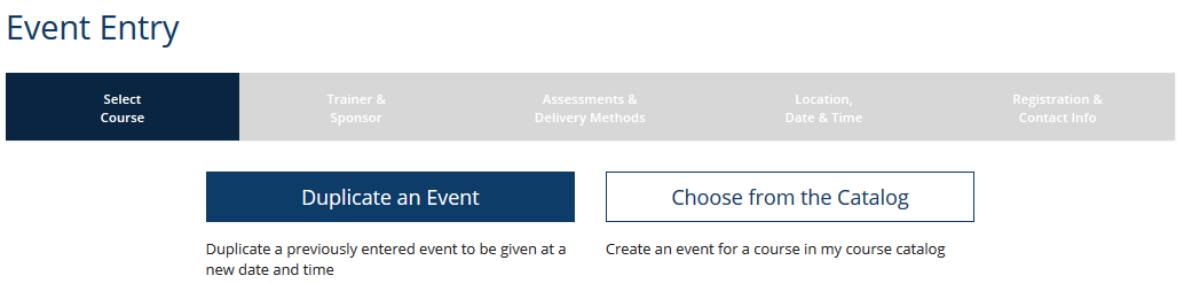
5. Select 'Training Entry' in the left-hand menu.



6. Click ‘New Event’.



7. Select the appropriate choice.
   - Duplicate an Event
   - Choose from the Catalog

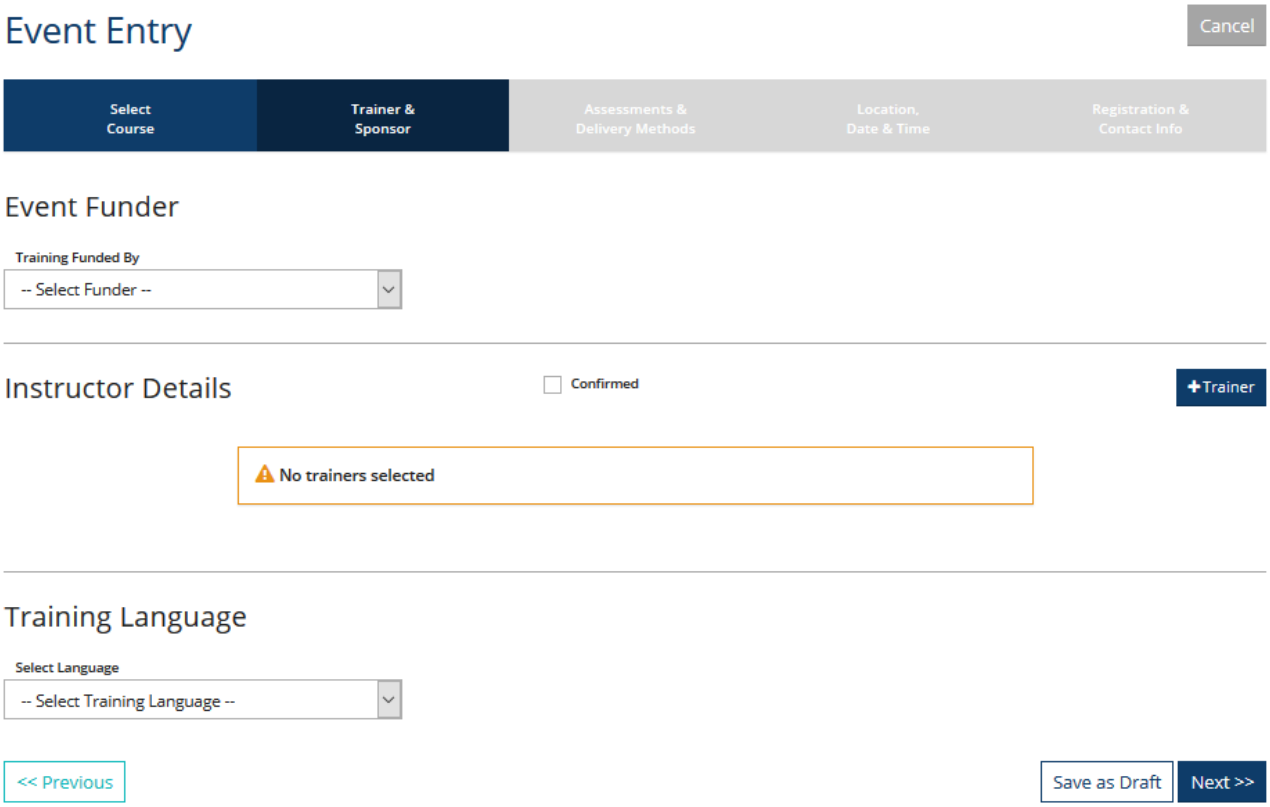


8. Search for the course you wish to schedule, then select the course.

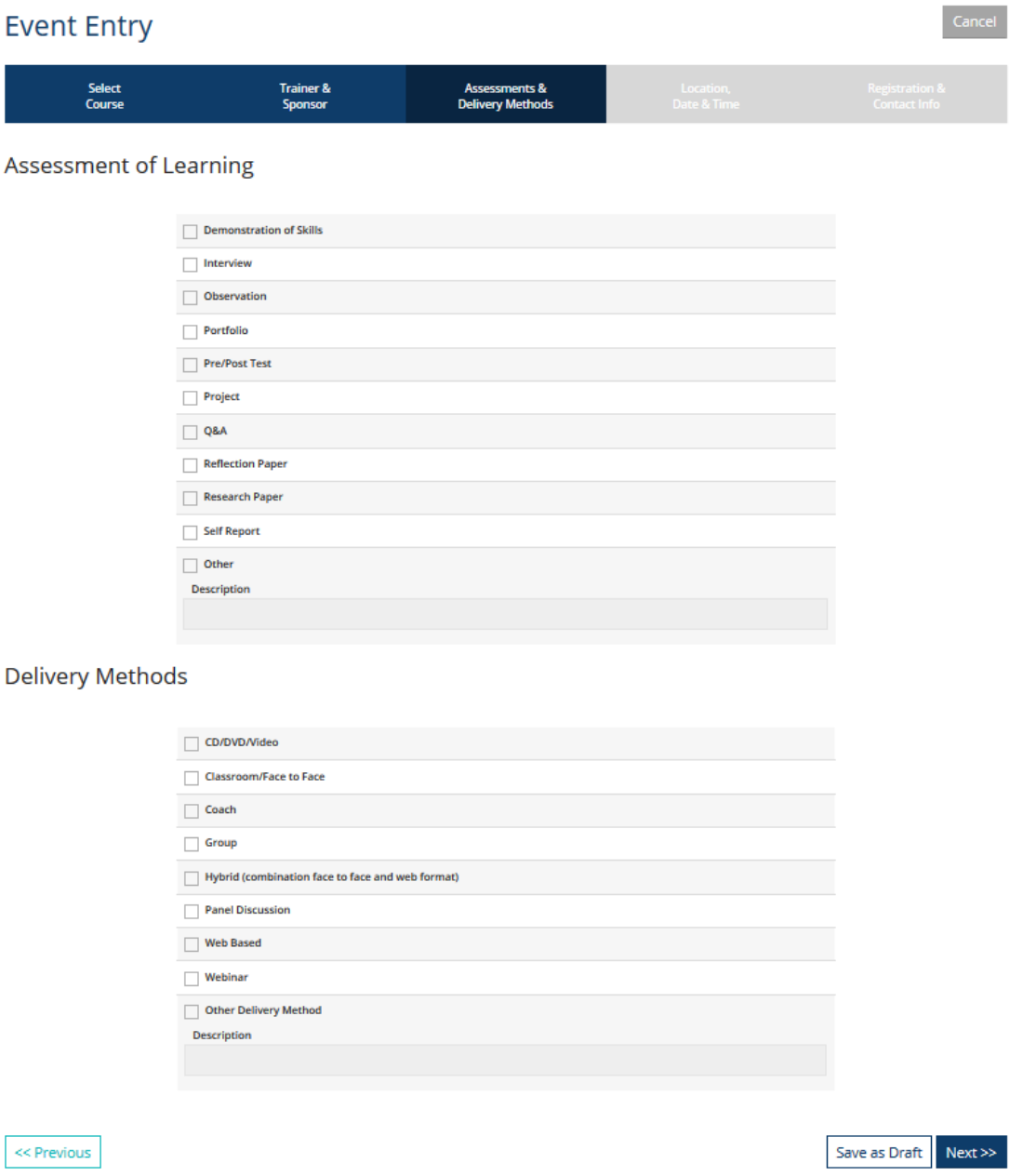
9. You will be able to review the course information on this page. Click ‘Next’ to continue.

10. Trainer & Sponsor

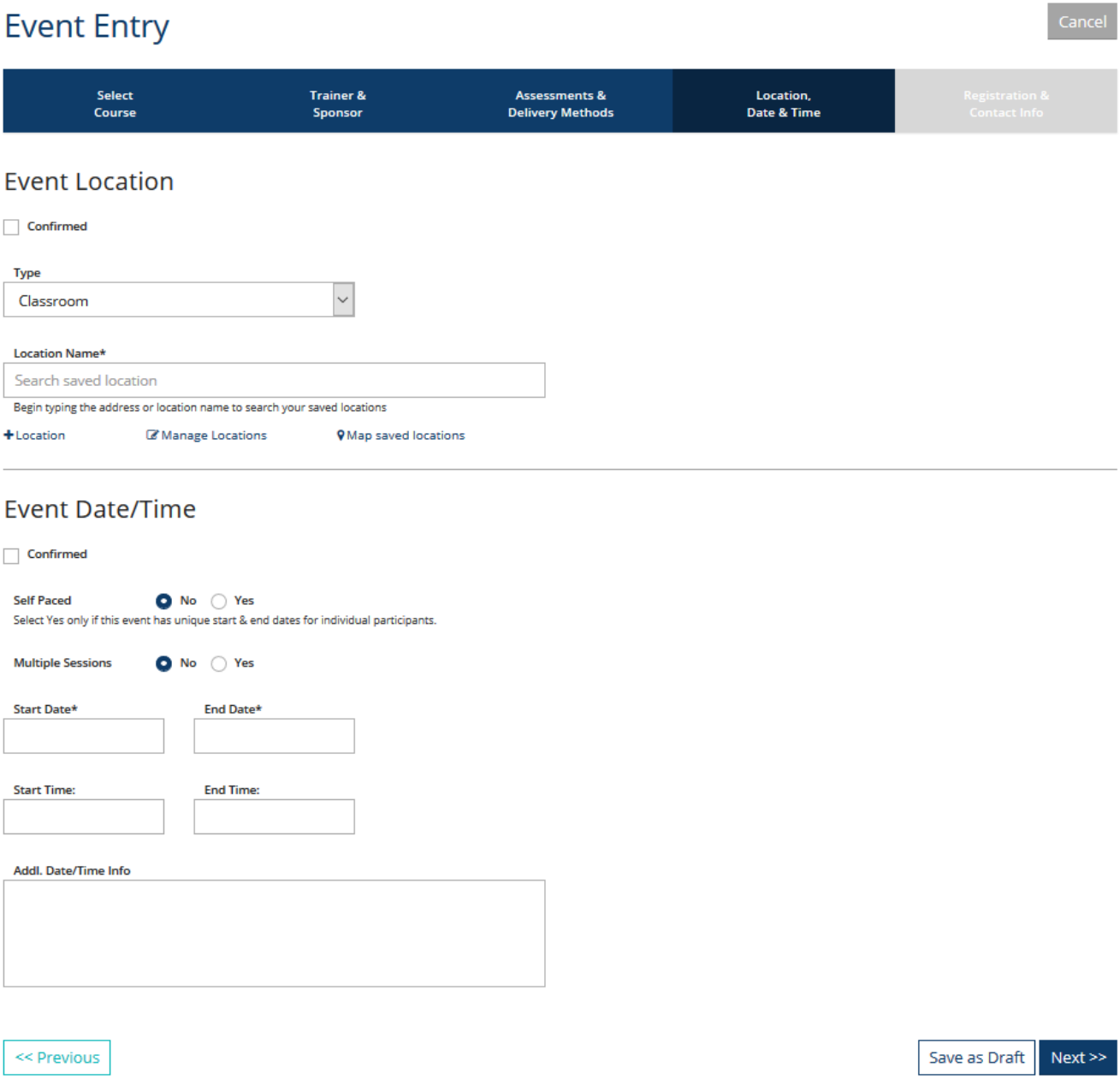
    a. Choose the correct Event Funder from the drop-down menu.
    b. Select the Instructor by clicking +Trainer, then click the Confirmed box.
    c. Select the Training Language.
    d. Click 'Next' to continue.



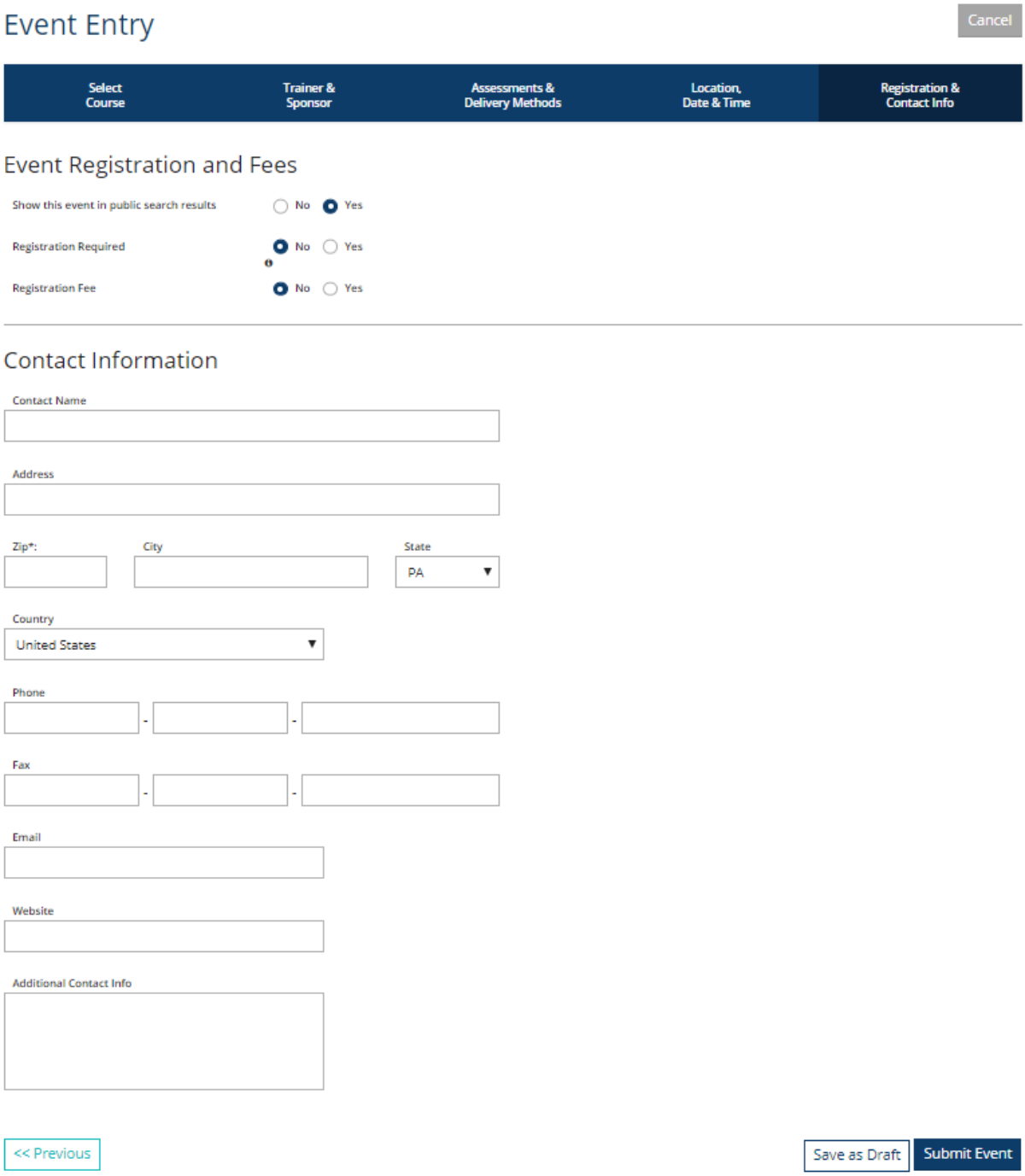
11. Complete the 'Assessment of Learning' and 'Delivery Methods' sections on this page. Click 'Next' to continue.



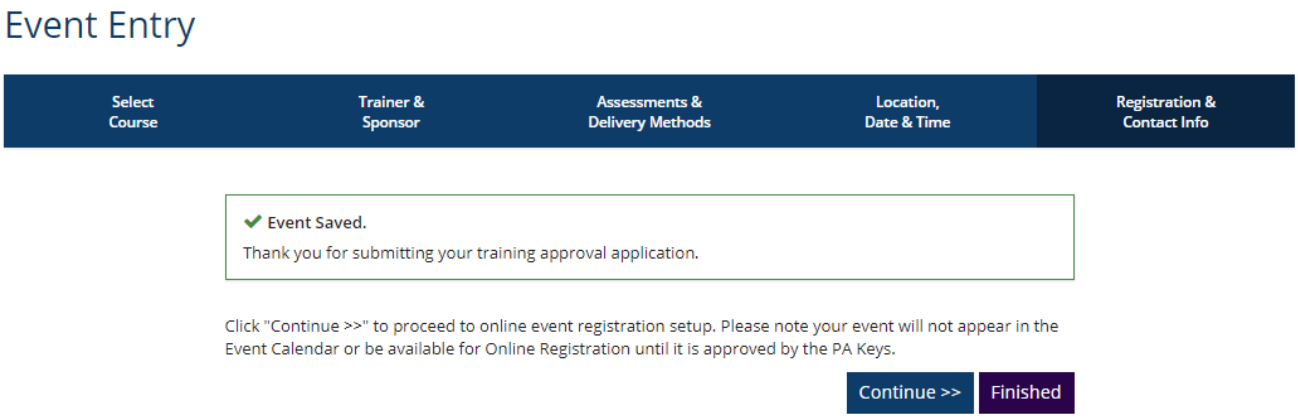
12. Location, Date & Time
    a. Select the venue type of the event under location. If you select web-based, enter in the website or URL to access the event. Then click the Confirmed box.
    b. Enter in the Event Date and Time,then click the Confirmed box.
    c. Click 'Next' to continue.



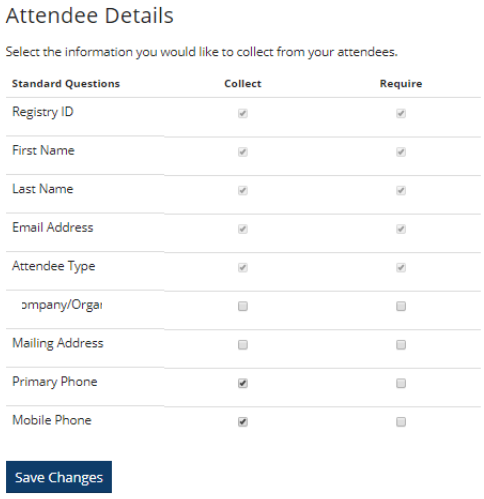
13. Registration & Contact Info
    a. Complete the Event Registration and Fees section.
        i. If wanting to set up online registration, select 'yes' for Registration Required.
            - Your Organization must have a STRIPE account attached to the profile. Please visit the "How to Create a STRIPE account" tipsheet for additional information.
    b. Complete the Contact Information section.
    c. Click 'Submit Event' to continue.



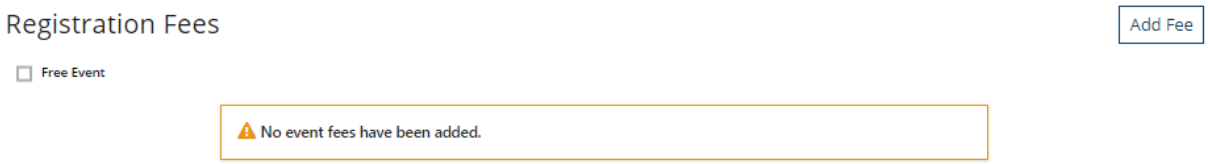
14. If clicked 'yes' for Registration Required, click 'Continue' to set up online registration.



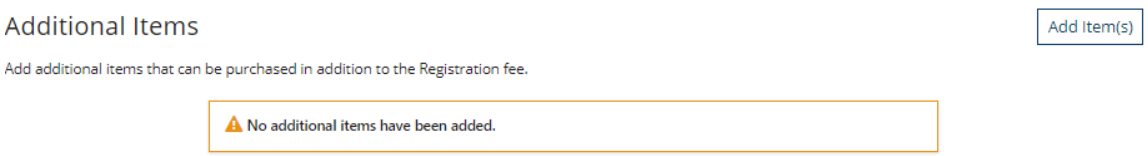
15. Information Collection
    a. Attendee Details section: complete if you want to collect more or less info from your attendees.



    b. Registration Fees section:
        i. Select 'Add Fee' if the event has a fee and you are accepting payment through the system.
        ii. Select 'Free Event' if the event has no cost or you are taking payment outside of the system.



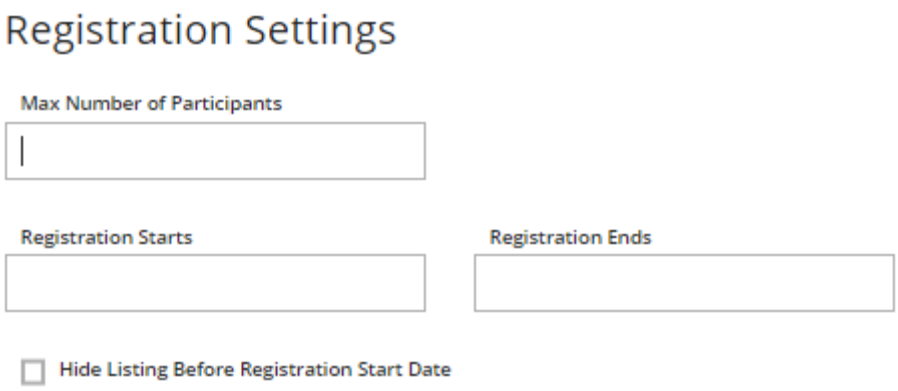
    c. Additional Items section: you may skip this section



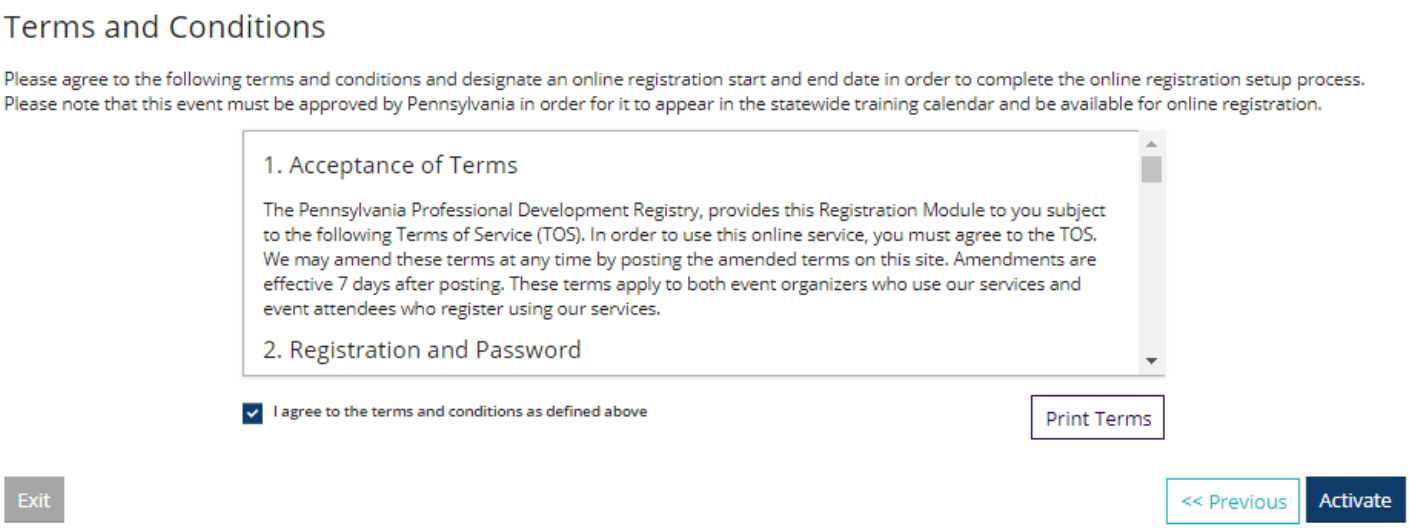
d. Click 'Next' to continue.

16. Text & Email section: Review the emails on this page that are sent out to the participants. Click 'Next' to continue.

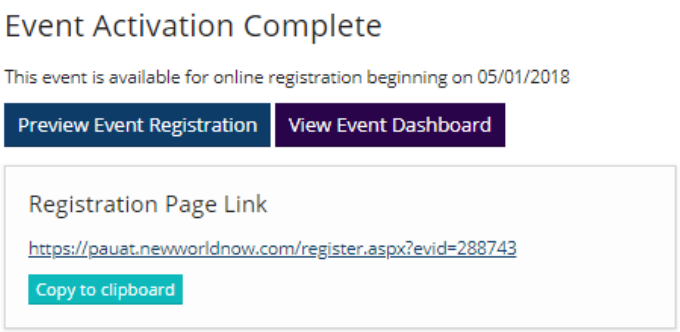
17. Activation
    a. Registration Setting section: review this information and make any necessary changes.



    b. Terms and Conditions section: check the 'I agree to the terms and conditions as defined above' box.
    c. Click 'Activate' to finish online registration setup.



18. If this is a private event, you can copy and paste, and email the Registration Page Link to the participants you wish to invite.


Event Activation Complete
This event is available for online registration beginning on 05/01/2018
Preview Event Registration
View Event Dashboard
Registration Page Link
https://pauat.newworldnow.com/register.aspx?evid=288743
Copy to clipboard